"He will guide you into all truth" (John 16:13).
Welcome to this course! The completion of this course will prove to be a significant blessing to you both academically and spiritually. We recommend that you thoroughly read the entire study guide before you actually begin working on the Course Projects. If you are uncertain or unclear on any matter, contact the University for clarification (1-800-933-1445 ~ 1-812-471-0611 ~ lessons@mdivs.edu). Above all other things, we encourage you to pray for God’s guidance before you begin this course, and each time you work on it.

Become totally familiar with the Master’s Online Digital Library, and make ample use of its resources throughout this course. The address is: http://odl.mdivs.edu. You will need your student ID# and a password. This information was sent to you shortly after your initial enrollment. Contact Master’s if this has been misplaced or forgotten.

Follow the instructions given later in this study guide related to course formatting and submission. You may also refer to your original Student Orientation Page. IMPORTANT: The instructions on the study guide always supersede any other instructions. If there seems to be a conflict between this study guide and other instructions, always follow the instructions on the study guide.

Your Master’s Student Portal is also a convenient place to get information on most subjects related to your student status. Go to: http://ims.mdivs.edu/students-alumni/

We strongly recommend that you use reliable word processing software and make frequent use of the spell checker and grammar suggestion aspects. Be sure to save your work frequently, and back up your files! Master’s cannot be responsible for keeping backup copies of course work you have submitted.

If you need to contact the professor for this course (or the academic office), we recommend that you do so first by email. If the professor’s email address is not listed on this study guide you may request it by email: lessons@mdivs.edu.

The total length of time required to complete this course is different for each person. This is because already acquired knowledge of the subject, previous education, and personal situations all influence study habits and ability.
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However, on average, one course credit usually requires between 35-40 clock hours of study. For example, a three-credit course will require between 105-120 hours. Since you are not restricted by classroom hours, on average you might expect to complete a three credit course in about eight to nine weeks by devoting four study hours per day four days per week (i.e. two hours morning and evening). Obviously, these are only general estimates, bearing in mind personal study habits and differing course requirements.

The time between the submission of your coursework, until it is returned to you (graded) will vary, but generally courses sent by postal mail may require as much as two weeks in transit (to and from), and another two weeks to get through the recording and grading process. Email submissions (preferred) generally require about two weeks. These are only averages.

Some courses require a final proctored written final summative exam. If so instructions will be included, further down in this study guide. Be sure to follow very carefully these instructions, and contact the University if you have. If no final exam is required, there will be no instructions given.

Please keep the University informed if you change your email, postal mailing address or telephone numbers.

Students with Disabilities

Students with documented disabilities who may need special instructional accommodations should notify the University.

May God bless you in your studies, and as you follow the timeless encouragement given by the Apostle Paul as recorded in II Timothy 2:15, "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."

Also, his words in Galatians 6:9, "And let us not be weary in well doing: for in due season we shall reap, if we faint not."
GENERAL INFORMATION

Identifying Course Projects - This study guide contains assignments that are related to the required textbook(s), instructional materials, lectures (if any), online or off-line research, as well as optional books along with other course materials. The combination of these assignments is called a Project or an Assignment.

You will complete Projects and/or Assignments for this course then be instructed as to how to submit these for grading. About half way through most courses, you will be asked to complete a Self-guided Personal Assessment. This assessment is not to be submitted for grading, but is designed to assist you in recalling and reaffirming your learning experience up to that point.

After you have completed the requirements for this course (if so required), you will be ready to take your final proctored summative exam (not all courses require a final written exam. Follow the instructions. If there are no such instructions, then this course is not one that requires a final proctored exam.

Instructional Methods - All of the distance education courses at Master’s are taught using a variety of instructional methods including reading (lectures in some cases), research (both online and off-line in some cases), self-directed study, demonstration of comprehension through project creation and assessment, a self-directed mid-course personal assessment, and in some cases, a final proctored summative examination.
Course Information

Contact Information:

Email address: lessons@mdivs.edu
Phone number: 1-812-471-0611

Component Purpose: The purpose of the Doctor of Divinity Ministry Contribution Component is to provide the student with an opportunity to appropriately document all of the years of ministry service by creating an acceptable record of fitness for service, actual service detail, as well as intentions for continued ministry service.

COURSE COMPONENT NUMBER ONE

IMPORTANT NOTE ON THIS SUBMISSION:

Component #1 must be submitted via postal delivery (see Submission instructions at the end of this document) due to the unique nature of the documentation required. DO NOT attempt to send this as an electronic document. However, Components #2-4 are to be sent as electronic documents.

I. Ministry Calling Project:

To complete this Project, you must create a paper of not less than three to four pages in which you detail your personal conversion experience, and your subsequent call to Christian ministry. This paper must be typed or printed using standard page-layout format. Entitle this Project “Ministry Calling Project.”

II. Ministry Validation Project:

To complete this Project you will need to provide the following documents:

✓ A copy of your current ordination or ministry license. This copy must either be notarized or otherwise documented as a copy of the original by the witness signature of another member of the clergy not related to you by blood or marriage. DO NOT send the actual original copy of this document! Even though we handle all documents very carefully, we do
"He will guide you into all truth" (John 16:13).

not have any control over postal services, and the risk of losing such an important document is too great to trust it to at least two postal trips. Furthermore, this DD Component will not be returned to you, as it will be kept in your permanent student record.

- Letters from three different clergy peers attesting to your years of ministry service, and personal Christian character. Letters must be original and signed and dated by the author.
- Letters from three different current or former church members who have known you for a minimum of seven (7) years attesting to the effectiveness of your ministry service and Christian character. Letters must be original and signed and dated by the author.
- Official transcripts of college credits, denominational training credits, and other documentation as may be required based upon your entrance evaluation.

Entitle this Project “Ministry Validation Project.”

III. Ministry Documentation Project:

To complete this Project you will need to provide the following documents:

- A complete history of your personal ministry highlights (must be written, and not in outline form). This must include the date, places, position held, and significant events (such as building programs, evangelistic efforts, outreach ministries, missions, and-so-forth). This document will of necessity be quite lengthy, and therefore placed in an acceptable binder (three-hole, spiral bound, etc). It must be typed or printed using standard page layout format.
- A three to five page description of your future ministry plans and goals. Entitle this Project “Ministry Documentation Project.”

This completes the Projects for this Component.

SUBMISSION INSTRUCTIONS

IMPORTANT NOTE ON THIS SUBMISSION:

Home Page http://www.ims.mdivs.edu/
General Student Portal http://ims.mdivs.edu/students-alumni/
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Component #1 must be submitted via postal delivery due to the unique nature of the documentation required. DO NOT attempt to send this as an electronic document. However, Components #2-4 are to be sent as electronic documents.

IMPORTANT: All of the Projects above must be submitted as a single unit. DO NOT send individual Projects. All documents and information provided must be accurate and verifiable.

DO NOT proceed with Component #2 (Old Testament Competency) until after this Component #1 (Ministry Contribution) is received, reviewed by the academic committee, and granted a pass. As soon as you have been notified that you have been granted a “pass,” you should begin Component #2 (Old Testament Competency). You will be ordering Component #2 at the same time as you are submitting Component #1.

When you complete all of the Projects for this course, assemble all of your materials as you have been instructed. Attach the Cover Sheet and the Course (Component) Order Form. Send all of your Projects in a single envelope to:

Master's International University of Divinity
Attn: D.D. Program
PO Box 5009
Evansville IN 47716-5009

Note: Use the Address and Telephone Change Notice if any changes have occurred since you registered.
"He will guide you into all truth" (John 16:13).

GENERAL INFORMATION ON HOW TO SUBMIT YOUR COURSEWORK

NOW, LET US LOOK AT THE GENERAL PAGE FORMATTING & WRITING STYLE GUIDELINES THAT YOU SHOULD FOLLOW AS YOU COMPLETE YOUR COURSE.

Page margins are one inch (top, bottom, left and right). Use page numbering, and place the page numbers at the bottom right of each page. Page number one (1) will be the very first page of your first course project and so-forth. Always double-space.

Use a font that is easy to read (Ariel, Century Gothic (preferred), Verdana, etc.) as well as a font size that is appropriate (usually 12 point so that it is not too small or too large).

Put your name, student number, degree level, and course name in the "Properties" section of your course file. To find the "Properties" box for your file (this may be different for your word processing program), click on "File" at the top left of your word processor. Next, select "Properties" and key in the required information. This will permanently identify your document. You may select any recognized writing style you prefer (A.P.A., M.L.A., Chicago/Turabian), but be consistent in your style selection.

Courses not sent according to the proper submission steps may be returned for proper compliance. PLEASE understand that with thousands of lessons sent each year; this requirement is a matter of high importance and self preservation for both you and our staff. Thank you for your understanding.

Of course, you are ultimately responsible for creating and maintaining a secure backup file of all courses sent to Master’s (online as well as offline). While the occurrence of a course being lost is rare, it does happen.

In some cases, it may be necessary for new students to take a computer/word-processing course from a vendor in his or her own community, or to secure the help of a friend who has mastered the basics.

Of course, as online skills relate specifically to the use of any of Master's Internet based resource, we certainly are prepared to assist you in any way possible.
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If ever you are just "plain old stuck", send a message to: lessons@mdivs.edu explaining your situation in detail. There is a solution to every problem, and together we will find it.

Be sure that the following information is always included at the very top of the first page of each and every Course Component.

Name:
Student I.D. Number:
E-Mail Address:
Date:
Course Name:
Level of Study and Program Area (Example, Bachelor of Ministry in Biblical Counseling):
Postal Address:
City: State:
Postal Zip or country code:
Country:
Office Telephone & Home Telephone:

You MUST add the above information at the very beginning of your work. COURSES NOT SENT ACCORDING TO THE ABOVE, MAY HAVE TO BE REFUSED, AND A REQUEST WILL BE MADE FOR RE-SUBMISSION.

HOW TO REQUEST YOUR NEXT COURSE IF THE ONE YOU ARE SUBMITTING IS NOT THE FINAL COURSE.

Except when you are submitting your final course for the program, it will be necessary for you to request your next course (it will not be sent to you automatically). BEFORE you do so, please read the following:

If you do not already have the study guide for your next course, you will need to request that it be sent to you. Except in very rare circumstances, we do not recommend that students request future study guides far in advance. Courses are constantly being updated, and study guides that were current many months ago, may have undergone revisions.

To order your next course, use the Study Guide Request Form on your Program Access Page or the Student Portal. You may also go to: http://ims.mdivs.edu/students-alumni/request-a-study-guide/

Your study guides will come to you in one of three formats:
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1. Adobe .pdf format. This is the standard file format in higher education, and is increasingly the standard in general. It is most likely that you already have an Adobe .pdf reader installed on your computer. If you do not already have the Adobe Reader, you may download it Free online at: https://get.adobe.com/reader/

2. Rich Text .rtf format. Most summative final exams are sent as an .rtf file. Your computer should have no difficulty reading this type of file.

3. A Web page (.htm or .html) format. Your study guide will open in your preferred Internet browser.
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**GENERAL COURSE EVALUATION CRITERIA USED BY MASTER’S**

**IMPORTANT:** Undergraduate students must achieve not less than 75/C grade level, and graduate/doctoral students not less than 85/B. Student’s failing to attain the minimum passing grade, will be asked to resubmit either the entire course, or the portion of the course needing remedy.

- **KNOWLEDGE:** recalls details of learned material, including relevant facts and theories. 20 PTS. MAX

- **COMPREHENSION:** Answers are relevant to questions and projects. Student grasps the meaning of the learned material. Correctly explains, interprets, and summarizes as appropriate. 20 PTS. MAX

- **APPLICATION:** Applies rules, methods, concepts, and principles as required by questions and projects. 20 PTS. MAX

- **ACADEMIC LEVEL:** Answers are insightful, original and developed with adequate detail and depth. 10 PTS. MAX

- **ACADEMIC LEVEL:** Student follows accepted norms of written submission including spelling, grammar and syntax. 10 PTS. MAX

- **PROPER CITATION OF REFERENCES:** References are appropriate. 10 PTS. MAX

- **SUBMISSION REQUIREMENTS:** The course has been submitted neatly and in accordance with course submission guidelines. 10 PTS. MAX

**SCORING:**

- 100-96 = A
- 95-90 = A-
- 90-85 = B
- 89-85 = B-
- 84-80 = C
- 79-75 = C-
- 74-70 = C
- 69-65 = D
- 64-60 = D-
- 60-0 = F

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Home Page [http://www.ims.mdivs.edu/](http://www.ims.mdivs.edu/)
General Student Portal [http://ims.mdivs.edu/students-alumni/](http://ims.mdivs.edu/students-alumni/)
"He will guide you into all truth" (John 16:13).

ADDITIONAL GRADE CRITERIA

☐ Exemplary development of ideas.
☐ Excellent recall of material.
☐ Submission requirements not fulfilled.

☐ Strong in the area of application.
☐ References very strong and relevant.
☐ Grammatical errors excessive.

☐ Unique and helpful expressions employed.
☐ Aware of important intricacies of the issues involved.
☐ Lack of flow in communication.

☐ Nice mix of theological and/or pastoral ideas.
☐ Overall work at the peak of or above grade level.
☐ Overall work somewhat below grade level.

MASTER’S ACADEMIC INTEGRITY POLICY

The following statements express the policy of Master’s International University of Divinity pertaining to academic dishonesty:

Cheating/Plagiarism

A student who submits written material as his/her own work which has been copied in whole or in part from another person’s writing without proper acknowledgment is guilty of plagiarism.

Material (whether published or unpublished), copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another student’s paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism just as is copying material from printed books and magazines without giving credit to the original source. Having another person do his/her work and submitting it as his/her own is considered cheating.
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Reporting Procedures

First Offense

The grading faculty member will confront the student and the student will be given an opportunity to respond. Taking the student’s response into account, the professor will indicate to the student what action will be taken according to the University policy and what procedures will be carried out for reporting the matter to the Dean of Academic Affairs.

The professor may require that the student sign an academic misconduct incident report and give the student a copy of the report. If this is a first incident of plagiarism, the student will receive an “incomplete” for the assignment and the instructor will require the paper to be rewritten in correct form.

Second Offense

The student will receive a “0” for that assignment and will need to re-submit the assignment with a full letter grade reduction as penalty. A notice of the academic offence will be submitted to the Dean of Academic Affairs with a copy of the incident report form and the plagiarized paper or relevant material put in the student’s file.

Third Offense

The Professor will send a copy of the incident report to the Dean of Academic Affairs. The student will meet by telephone conference or in person with the Dean of Academic Affairs for consultation regarding academic integrity. The student will fail the course. The student is placed on disciplinary probation. The offending course must be completely repeated if the student is to remain in the program.

**This is the end of this study guide.**